

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 66-10

Subject:

DATE: 03/31/88

Sunset Review:

FLEXIBLE WORK PROGRAM

1. PURPOSE. This directive establishes the policies and procedures of the Federal Law Enforcement Training Center (FLETC) with respect to the use of a Flexible Work Program (Modified Variable Day Schedule).

2. SCOPE. This directive applies to all full time non-supervisory or non-managerial employees of the FLETC, including detailed employees whose agencies authorize their participation.

3. REFERENCES.

- a. P.L. 199--96, Federal Employees Flexible and Compressed Work Schedules Act of 1982, Permanent Authority.
- b. FPM Supplement 990-2, Book 620, Alternative Work Schedules.
- c. TD 60-10A, Alternative Work Schedules.

4. DEFINITIONS.

a. Basic Work Requirement - The number of hours, excluding overtime hours, which an employee is required to work or is required to account for by leave or otherwise, distributed in accordance with the employee's approved biweekly work schedule. The distribution will not necessarily be 8 hours per day, 5 days per week.

b. Core Time - Those designated hours and days during the biweekly basic work requirement when an employee on a variable day schedule must be present for work, or accounted for through credit hours or leave.

c. Credit Hours - Any hours within a variable day schedule for a pay period which are in excess of an employee's basic 8 hour workday and which the employee elects to work so as to vary the length of a workweek or workday.

d. Flexible Hours - Those designated hours which form the complement to core hours. During these hours, an employee on a variable day schedule may elect, with prior supervisory approval, the time of arrival at and departure from work.

e. Modified Variable Day Schedule - A flexible and compressed work schedule proposed by an employee, subject to supervisory approval, under which an employee has a basic work requirement of 80 hours in the biweekly pay period. Uniform times of

arrival and departure are replaced by a working day composed of two different types of time--core time and flexible time. Under the program an employee, with the prior approval of his/her supervisor, may vary the number of hours worked on a given workday or within the week, within the limits established by this directive.

f. Overtime Hours - All hours in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance, not including credit hours.

g. Standard Operating Hours - A daily block of time during which an office operates.

5. POLICIES.

a. All work units will provide adequate coverage during the standard operating hours, 7:30 a.m. to 4:30 p.m., Monday through Friday.

b. The supervisor reserves the right to exclude from the variable day schedule any employee or group of employees when necessary for the needs of the workplace, for example, service-type functions.

c. Employees who have not received written approval from their supervisors to adjust their work schedules will be required to work the work schedule which existed before the implementation of this program.

d. After a twelve month trial period, management has the right to terminate this program with respect to any or all divisions, offices, branches, units or employees at the Center should it have adverse impact which results in reduction or productivity; diminished level of services furnished; or increase in the cost or operations. After the initial six and prior to twelve months, management or the Union may terminate the program without cause.

6. APPLYING FOR A VARIABLE DAY SCHEDULE.

a. Following receipt of his or her finalized projected work assignments, e.g., class teaching schedule, project list, etc., an employee will complete an Application and Attendance Report for Variable Day Schedule, (FTC-BFD-30, (Rev. 3/88), Attachment I), and submit the application to his or her supervisor no later than the Tuesday preceding the upcoming pay period. In the event that Tuesday is a legal holiday, the proposed work schedule will be submitted on the workday prior to that Tuesday.

b. Proposed work schedules may include variations to the length of the workday with starting times varying from 6:30 a.m. to 9:30 a.m., being either on the hour or on the half hour. Departure times may vary from 3:30 p.m. to 7:00 p.m. The employee must account for at least 80 hours each pay period and be present during core time, (9:30 a.m. to 3:30 p.m., - Monday through Friday) unless he/she requests

and receives written supervisory approval for an absence during core time which will be made up during flexible hours within the same biweekly pay period, or be charged an appropriate leave category.

c. Lunch periods may be one half hour or one full hour, subject to supervisory approval, and must be taken between 11:00 a.m. and 2:00 p.m.

d. Failure to submit a proposed schedule by the Tuesday deadline will result in the employee working a basic work schedule, i.e., the schedule in effect for the employee before the program was implemented.

e. Supervisors will approve, disapprove, or after discussion with the employee, modify the proposed schedule in writing no later than close of business on the Wednesday preceding the upcoming pay period.

f. Supervisors may not require an employee to work a variable day schedule. If the supervisor and the employee are not able to agree to a modified work schedule, the employee will work his or her basic work schedule. All flexible and basic work schedules are subject to modification, based upon the needs of the workplace as determined by the supervisor.

7. EARNING CREDIT HOURS.

a. Supervisors may approve an employee's request to work credit hours to be applied to the same of another workweek within the same biweekly pay period.

b. Credit hours may not be carried forward to another pay period. Unused credit hours will be forfeited by the employee.

c. An employee may not accrue more than 1 credit hour per workday and no more than 8 credit hours per pay period.

d. Accrual of credit hours will be documented on the employee's Application and Attendance Report for Variable Day Schedule, (FTC-BFD-30, (Rev. 3/88), Attachment 1), and approved by the supervisor.

8. OVERTIME AND COMPENSATORY TIME OFF.

a. Hours of work officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week are overtime work, subject to the provisions of FLETC Directive 65- 00.A, Overtime, Compensatory Time and Holiday Pay.

b. Entitlement to overtime pay is limited to those hours approved by a supervisor.

9. ABSENCE AND LEAVE.

a. Holidays - Employees not required to work on a day designated as a holiday are entitled to pay with respect to that day for 8 hours.

b. Leave.

(1) Time off during an employees basic work requirement (i.e., 80 hours in 2 weeks) must be charged to an appropriate leave category unless the employee is authorized compensatory time, the use of credit hours, or excused absence.

(2) Leave is charged for the number of hours the employee was absent from his or her variable day schedule.

(3) Unscheduled absence due to illness or emergencies will first be charged to earned credit hours, then to the appropriate sick or annual leave category.

10. TIME AND ATTENDANCE RECORDING.

a. Employees who have received approval for a variable day schedule will enter their daily time of arrival at work and time of departure from work on the employee's Application and Attendance Report for Variable Day Schedule, (FTC-BFD-30, (Rev. 3/88), Attachment I). The attendance report will be approved by the supervisor prior to submission to the employee's timekeeper.

b. Upon receipt of the employee's attendance report, the timekeeper will enter the appropriate attendance information on TPIS Form TDF 10-11.H-1 or TDF 10-11.H-2, Time and Attendance Reports, subject to the provisions of FD 66.00, General Policies Concerning Employee Time and Attendance.

c. Any period in which the employee did not report to work during the 80 hour biweekly pay period and which is not otherwise accounted for will be considered Absence Without Leave, and may be cause for disciplinary action.

II. SUPPLY OF FORMS. Form FTC-BFD-30 (Rev. 3/88), Application and Attendance Report for Variable Day Schedule, may be obtained from Financial Operations by calling extension 2427.

12. EFFECTIVE DATE. This program will commence no later than the first pay period after April 1, 1988.

13. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Administration.

Charles F. Rinkevich
Director

Attachment (Available from Budget and Finance Division)